



COMDTINST 5212.16
16 DEC 1991

COMMANDANT INSTRUCTION 5212.16

Subj: Transferring Records to Federal Records Centers (FRC)

Ref: (a) Paperwork Management Manual, COMDTINST M5212.12

1. PURPOSE. This instruction provides guidance for transferring records to the FRC and requests the name(s) of your designated records coordinator. The contents of this instruction will be used by units that transfer records to the FRC.
2. DISCUSSION.
 - a. The Washington National Records Center (WNRC) has received several notices from regional centers indicating discrepancies on our SF-135's, Records Transmittal and Receipt. These centers provide economical storage and servicing of records no longer needed to conduct current business. However, we must ensure that transfer requests contain adequate information.
 - b. Transferring records to these centers allows for the efficient use of valuable office space and reduces the cost to the Coast Guard for storage space. According to recent statistics from the WNRC, storing records in regular office space costs \$19.05 per cubic foot, while storing records in a FRC costs only \$1.19 per cubic foot.

2. c. Generally, records referred to less than once a month are considered inactive or semi-active, and should be transferred to a FRC. This does not mean that the records are no longer our property. They are subject to recall and reuse, and in most cases, are made available within 24 hours after receipt of a request. Enclosure (1) is a list of the regional FRC's.
3. PROCEDURES. The SF-135 and SF-135A are used to transfer records to the FRC within your region. The servicing FRC returns incomplete or incorrect forms without action; thus delaying our request for transfer. Chapter 2 of reference (a) contains guidelines to ensure that forms are properly completed. Particular attention should be given to the following discrepancies which the WNRC reported as most often found in our requests:
 - a. incomplete series description, restriction, disposal authority and disposal date;
 - b. unsigned forms; and
 - c. missing copy of the SF-135 in the front of box one (1) of the shipment.
4. FORMS. The SF-135 and SF-135A are available from the General Services Administration, Stock Nos. 7540-00-634-4093 and 7540-00-823-7952, respectively. Ordering instructions are contained in the Catalog of Forms, COMDTINST M5213.6B.
5. ACTION. Area and district commanders, maintenance and logistics commands, commanding officer of Headquarters units shall ensure compliance with this instruction. Also, as required by reference (a), submit to G-TPS-2, the telephone number and a staff symbol of your local records management function NLT 16 January 1992. This information may be submitted via E-Mail to Bernice Parker/G-T.

R. E. HAMMOND
Acting Chief, Office of Command,
Control and Communications

Encl: (1) List of Federal Records Centers

FEDERAL RECORDS CENTER
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Area Served

Mailing and Shipping Address

National Centers

Records of separated military and civilian personnel and other designated records

David L. Petree, Director
National Personnel Records Center
9700 Page Boulevard
St. Louis, Missouri 63132
FTS: 8-273-7201
Local: (314) 263-7201

Entire Federal government for personnel records of separated Federal employees; pay records of all Federal employees, medical records of civilian employees of the Army, Navy, and Air Force; records of agencies in greater St. Louis area (Missouri only)

National Personnel Records Center (Civilian Personnel Records)
111 Winnebago Street
St. Louis, Missouri 63118

Wayne N. Wallace
Asst. Director for Civilian Records
FTS: 8-279-5722
Local: (314) 425-5722 or 5260

Designated records of the Department of Defense and the U. S. Coast Guard

National Personnel Records Center (Military Personnel Records)
9700 Page Boulevard
St. Louis, Missouri 63132

Paul D. Gray
Asst. Director for Military Records
FTS: 8-273-7247
Local: (314) 263-7247

District of Columbia, Maryland, Virginia, and West Virginia (except U.S. Court records)

Ferris E. Stovel, Director
Washington National Records
Washington, DC 20409
FTS: 8-763-7000
Local: (301) 763-7000

Shipping address:
4205 Suitland Road
Suitland, Maryland 20409

Area Served

Regional Centers

Mailing and Shipping Address

1NC Maine, Vermont, New
Hampshire,
Massachusetts, Connecticut
and Rhode Island

Clifford G. Amsler, Jr.
Director
380 Trapelo Road
Waltham, Massachusetts 02154
FTS: 8-839-7742
Local: (617) 647-8745

2NC New York, New Jersey,
Puerto Rico, Virgin Islands,
and the Panama Canal Zone

Orace R. Whitelock, Director
Federal Records Center
Building 22,
Military Ocean Terminal
Bayonne, New Jersey 07002-5388
FTS: 8-201-823-7161
Local: (202) 823-7161

3NC Delaware, Pennsylvania,
and U. S. Court records for
Maryland, Virginia and
West Virginia

David S. Weber, Director
Federal Records Center
5000 Wissahickon Avenue
Philadelphia,
Pennsylvania 19144
FTS: 8-486-5588
Local: (215) 951-5588

4NC Kentucky, North Carolina,
South Carolina, Tennessee,
Mississippi, Alabama,
Georgia, and Florida

Thomas G. Hudson, Director
Federal Records Center
1557 St. Joseph Avenue
East Point, Georgia 30344
FTS: 8-246-7438
Local: (404) 763-7438

5NC-C Illinois, Wisconsin,
Minnesota, and U. S. Court
records for Indiana,
Michigan, and Ohio

Robert L. Hutchinson, Director
Federal Records Center
7358 South Pulaski Road
Chicago, Illinois 60629
FTS: 8-353-0164
Local: (312) 353-0164

5NC-D Indiana, Michigan and
Ohio (except U. S. Court
records)

Denis P. Paskauskas, Director
Federal Records Center
3150 Springboro Road
Dayton, Ohio 45439
FTS: 8-774-2878
Local: (513) 225-2878

Area Served	<u>Regional Centers</u>	Mailing and Shipping Address
6NC Kansas, Nebraska, Iowa, and Missouri except greater St. Louis area (Missouri only-see National Personnel Records Center, Civilian Records)		<u>John J. Allshouse, Director</u> Federal Records Center 2312 East Bannister Road Kansas City, Missouri 64131 FTS: 8-926-7272 Local: (816) 926-7272
7NC Texas, Oklahoma, Arkansas, Louisiana, and New Mexico		<u>James W. Mouat, Director</u> Federal Records Center P. O. Box 6216 Fort Worth, Texas 76115 FTS: 8-334-5515 Local: (817) 334-5515 Shipping address only: 4900 Hemphill St. Building 1, Dock 1 Fort Worth, Texas
8NC North Dakota, South Dakota, Colorado, Wyoming, Utah, and Montana		<u>Robert Svenningsen, Director</u> Federal Records Center Bldg. 48, Denver Federal Center P. O. Box 25307 Denver, Colorado 80225 FTS: 8-776-0801 Local: (303) 263-0804
9NC-S Nevada (except Clark County), California (except Southern Cali.), and American Samoa		<u>David D. Drake, Director</u> Federal Records Center 1000 Commodore Drive San Bruno, California 94066 FTS: 8-470-9015 Local: (415) 876-9015
9NC-L Clark County Nevada, Southern California: (Counties of San Luis Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Los Angeles, Riverside, Orange, Imperial, Inyo and San Diego), and Arizona		<u>Sharon L. Roadway, Director</u> Federal Records Center 24000 Avila Road Laguna Niguel, California 92677 FTS: 8-796-4220 Local: (714) 643-4220
10NC Washington, Oregon, Idaho, Alaska, Hawaii, and Pacific Ocean area (except Samoa)		<u>Steven M. Edwards, Director</u> Federal Records Center 6125 Sand Point Way Seattle, Washington 98115 FTS: 8-392-6501 Local: (206) 526-6501